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**JUSTICE CABINET DEPARTMENT OF CORRECTIONS  
JOB OPPORTUNITY ANNOUNCEMENT  
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

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The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,  
which can be accessed at: [www.personnel.ky.gov](http://www.personnel.ky.gov)

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**October 03, 2014**

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**ACCOUNTANT III— (Fayette County-Blackburn Correctional Complex)—Grade 10—**  
(\$2006.08 – \$2657.70) **MINIMUM REQUIREMENTS:** High school graduate. Must have four  
years of accounting, bookkeeping or fiscal clerical experience. Training in accounting, business  
administration, business education, office administration or a related field will substitute for the  
required experience on a year-for-year basis. Accounting, bookkeeping or fiscal clerical  
experience will substitute for the required education on a year-for-year basis.

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**ADMINISTRATIVE SECRETARY—(Oldham County —Corrections Training)—Grade 10—**  
(\$2006.08 - \$2657.70) **MIN REQ:** High school graduate. Must have 4 years of office support  
experience. Additional education will sub for the required experience on a year-for-year basis.  
Office support experience will sub for the required education on a year-for-year basis.

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**ADMINISTRATIVE SPECIALIST II—(Jefferson County—Probation & Parole)—Grade**  
**10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS:** Graduate of a college or university  
with a bachelor's degree. Must have one year of professional, administrative or business  
experience. Additional education will substitute for the required experience on a year-for-year  
basis. Additional administrative, business, research and/or clerical experience will substitute for  
the required education on a year-for-year basis.

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**CORRECTIONAL FARM CREW LEADER—(Oldham County—Roederer Correctional**  
**Complex)—Grade 9—(\$1823.90 - \$2416.22) MINIMUM REQUIREMENTS:** High school  
graduate. Must have one year of agricultural experience. Additional education or training in  
agriculture will substitute for the experience on a year for year basis. Must be 21 years of age.

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**CORRECTIONAL LIEUTENANT- (Muhlenberg County –Green River Correctional**  
**Complex) Grade 11—(\$2354.04 - \$3118.28) MIN REQUIREMENTS:** High school graduate.  
Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work  
dealing with the rehabilitation of offenders. An associate's degree from a college or university in  
corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of  
the required non-supervisory experience. A bachelor's degree from a college or university in  
corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of  
the required non-supervisory experience. Must be 21 years of age.

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**CORRECTIONAL SERGEANT—THREE Positions (Oldham County-KY State**  
**Reformatory) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS:** High school  
graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or  
social work dealing with the rehabilitation of offenders. An associate's degree from a college or  
university in corrections, criminal justice, law enforcement or a related field will sub.

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**CORRECTIONAL SERGEANT—(Oldham County-Roederer Correctional Complex)**  
**Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS:** High school graduate. Must have 1  
year of experience in corrections, law enforcement, criminal justice or social work dealing with  
the rehabilitation of offenders. An associate's degree from a college or university in corrections,  
criminal justice, law enforcement or a related field will sub.

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**JUSTICE CABINET  
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(continued)**

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October 6, 2014

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**CORRECTIONS TRAINING INSTRUCTOR/COORDINATOR I— (Oldham County — Corrections Training)**—Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have two of years experience in corrections. Graduate study in corrections, justice administration or law will substitute for the required experience on a year-for-year basis. Experience in corrections will substitute for the required college on a year-for-year basis

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**CORRECTIONS UNIT ADMINISTRATOR I—(Oldham County —KY State Reformatory)**—Grade 13—(\$2670.20 - \$3554.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

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**INSTITUTIONAL RECREATION LEADER—TWO Positions-( Oldham County—KY State Reformatory)**—Grade 11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in recreation, physical education, special education or a related field. Experience in planned recreation, physical education, special education or a related field will substitute for the required college on a year-for-year basis

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Bell County —Bell County Forestry Camp)** Grade 10—(\$2006.08-\$2657.70) **MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Lyon County —KY State Penitentiary)** Grade 10—(\$2006.08-\$2657.70) **MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— TWO Positions-(Oldham County —KY State Reformatory)** Grade 10—(\$2006.08-\$2657.70) **MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**JUSTICE CABINET  
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JOB OPPORTUNITY ANNOUNCEMENT  
(continued)**

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October 6, 2014

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**MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Oldham County — Roederer Correctional Complex)** Grade 10—(\$2006.08-\$2657.70) **MIN. REQUIREMENTS:** High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

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**OFFICE SUPPORT ASSISTANT II- (Franklin County —Division of Mental Health) Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**OFFICE SUPPORT ASSISTANT II- (Nelson County —Probation & Parole) Grade 8— (\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS:** High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

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**PROBATION AND PAROLE INVESTIGATOR-(Pulaski County—Probation and Parole)** GRADE: 12 -\$2427.44 - \$3215.72 **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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**PROBATION AND PAROLE OFFICER- (Boyd County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- (Harlan County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- (Garrard County—Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- THREE Positions (Jefferson County—Probation & Parole) --GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PROBATION AND PAROLE OFFICER- (Warren County—Probation & Parole) --GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

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**PSYCHOLOGIST LICENSED I— (Oldham County—Roederer Correctional Complex)—** Grade 16—(\$3553.88 - \$4707.96) **MINIMUM REQUIREMENTS:** Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

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**Recurring Positions:**

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9-(\$1,823.90 - \$2,416.22)**

**MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET  
STATE OFFICE BUILDING, 1<sup>ST</sup> FLOOR  
501 HIGH STREET  
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

**To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.**

**\*\*IMPORTANT\*\***

**The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at [www.personnel.ky.gov](http://www.personnel.ky.gov).**